

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
R398114

2. Reason for Submission

☐ Redescription ☒ New
☐ Reestablishment ☐ Other

Explanation (Show any position replaced)

3. Service

☐ Hdqtrs. ☒ Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

7. Fair Labor Standards Act

☐ Exempt ☒ Nonexempt

8. Financial Statements Required

☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interests

9. Subject to IA Action:

☒ Yes ☐ No

10. Position Status

☐ Competitive
☐ Excepted (Specify in Remarks)
☐ SES (Gen.) ☐ SES (CR)

11. Position is:

☐ Supervisory
☐ Managerial
☒ Neither

12. Sensitivity

☐ 1-Non Sensitive ☐ 3-Critical Sensitive
☐ 2-Noncritical Sensitive ☐ 4-Special Sensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a. U.S. Office of Personnel Management

b. Department, Agency or Establishment

Interdisciplinary Position

Fish & Wildlife Biologist

GS

401

7

c. Second Level Review

Fishery Biologist

GS

482

7

d. First Level Review

Wildlife Biologist (51)

GS

486

7

Am 8/21/98

e. Recommended by Supervisor or Initiating Office

Private Lands Biologist (Interdisciplinary) GS

401,482,486

7

PS 8/21/1998

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant specify)

18. Department, Agency, or Establishment

Department of the Interior

c. Third Subdivision

a. First Subdivision

U.S. Fish and Wildlife Service

d. Fourth Subdivision

b. Second Subdivision

Region 3

e. Fifth Subdivision

19. Employee Review—This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional):

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

Signature

Date

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

Standard Position Description R398114

Position Class Standard for GS-482/486

HRCD-4, 12/97

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Typed Name and Title of Official Taking Action

ROBB M. MCGRAW
PERSONNEL OFFICER

Signature

Date

8/21/98

23. Position Review

Initials

Date

Initials

Date

Initials

Date

Initials

Date

Initials

Date

a. Employee (optional)

b. Supervisor

c. Classifier

24. Remarks

Full Performance Level

Supervisor Copy

Employee copy

OPF(L) Copy

Classification Copy

25. Description of Major Duties and Responsibilities (See Attached)

Fish and Wildlife Biologist (Private Lands), GS-401-7

Fishery Biologist (Private Lands), GS-482-7

Wildlife Biologist (Private Lands), GS-486-7

Introduction:

The incumbent serves as a Private Lands Biologist at a U.S. Fish and Wildlife Service (Service) field installation and is involved with less complex aspects of resource protection on Private Lands within the local area of responsibility.

A. Major Duties:

- Provides technical assistance to other state and Federal agencies that administer Farm Bill and related agricultural programs.
- Provides assistance to non-Federal landowners that requires less complex techniques to restore or enhance habitat for the benefit of Federal trust resources.
- Refines methods to restore hydrology and/or plant communities to altered sites.
- Implements standard engineering procedures for habitat restoration to assure the likelihood of project success.
- Prepares station reports and submits accomplishment data regarding the progress of technical assistance and habitat restoration activities.
- Provides information on status of activities to station Project Leader and State Private Lands Coordinator.
- As directed by station objectives and in consultation with Project Leader develops priority areas to conduct restoration activities that center around endangered species of wildlife, migratory birds, certain finfish, and other Federal Trust resources, such as lands in the National Wildlife Refuge System.
- Develops contacts with conservation partners and explains the purpose of restoration efforts.
- Represents the Service in discussion with private landowners and agencies involved with Farm Bill programs that are of a less complex and non-controversial nature.

B. Factors:

1. Knowledge Required for the Position: Factor level 1-5 750 Points

- Knowledge of theory, principles, and methods of fishery or wildlife biology and a working familiarity with related disciplines such as would be obtained through a college major in Wildlife or Fishery Biology or its equivalent, and additional professional work experience or professional education in fishery or wildlife biology in order to determine the effects of projects on privately owned fish and wildlife habitats.

- Knowledge of agricultural and engineering terms, data, structures, facilities and procedures sufficient to work with professionals and technicians in these fields.
- Skill in presenting data and its analysis, discussion, and recommendations in a form requiring a minimum of review and editing.
- Skill in mathematics to perform data analysis.
- Skill in planning to develop sound work procedures and schedules.
- Skill necessary to evaluate special problems of limited scope and complexity related to fieldwork.
- Skill in operating motorized vehicles.
- Knowledge of agribusiness and skill in communicating land use decisions with landowners.

2. Supervisory Controls:

Factor level 2-2

125 Points

Purpose, general objectives and problems to be anticipated are discussed with supervisor. Detailed instructions are provided on new assignments of an unusual nature. Incumbent selects, applies and adapts standard techniques or procedures (e.g., land surveys and design criteria) to carry out work. Supervisor reviews recommended work plans in detail and spot-checks work in progress to insure adequacy of methods and procedures and to give advice should new or unusual problems arise. Completed work is reviewed in detail for adherence to instructions, completeness, and technical accuracy. Since this is the advanced trainee level, special emphasis is placed on insuring that the incumbent understands the appropriate uses and limitations of procedures and techniques and has grasped the scientific concepts of the field.

3. Guidelines:

Factor level 3-2

125 Points

Guidelines are specific in the form of technical manuals, administrative manuals, policy memoranda, statutory provisions of applicable legislation, and precedents. Incumbent uses judgement to select and adapt guidelines where deviations from guidelines are slight. Significant deviations are referred to supervisor.

4. Complexity:

Factor level 4-2

75 Points --

Within a specified assignment designed to provide land and water restoration and management assistance, incumbent formulates detailed work plans, carries them out, and reports on findings. Assignments generally consist of less complex studies or portions of larger investigations, where incumbent deals with standard problems, a limited number of variables, and clear objectives. Generally incumbent has greater responsibility for fact finding than fact interpretation. The factors to be considered vary with each assignment. Incumbent must use judgement to insure that tests, measurements, and observations used meet scientific and operating requirements and will yield valid results.

5. Scope and Effect:

Factor level 5-3

150 Points

The purpose of the work is to determine the impact of a set of actions (e.g., wetland conversion vs restoration) on a specific area or species. Work affects land use and resource stewardship within the area of responsibility and may affect the activities of Federal and state agencies.

6. Personal Contacts: Factor level 6-3 60 Points

Contacts are with professionals and technicians in the fields of engineering, biology, agriculture, Federal and state agencies, private landowners, and the general public.

7. Purpose of Contacts: Factor level 7-2 50 Points

Contacts are primarily for conducting field investigations, explaining well-established policies, requirements or standards, discuss findings with making recommendations and establishing cooperative relationships.

8. Physical Demands: Factor level 8-2 20 Points

The work requires some physical exertion such as walking over wet, rough, uneven or rocky surfaces; bending, crouching, stooping, stretching, reaching, and lifting, or similar activities. The work requires average agility and dexterity.

9. Work Environment: Factor level 9-2 20 Points

The job requires both office and outdoor work. The office is adequately lighted, heated, and ventilated. Temperature and weather extremes may be encountered in the performance of the outdoor work. The incumbent is expected to conduct duties in a safe and orderly manner so as not to endanger self, fellow workers, or property with which entrusted. A condition of employment is the wearing of the official U.S. Fish and Wildlife Service uniform in a manner prescribed in 3 AM 3 of the Administrative Manual. Incumbent is required to obtain and properly wear uniform components within Class ____ and ____.

Total 1375 = GS-7